

DEPARTMENT OF TRANSPORTATION
Bureau of Maintenance & Operations
Direct Hire
JOB OPPORTUNITY

REGION: Eastern Region
LOCATION: Pembroke
CREW: 71401
POSITION #: 25900654

DATE POSTED: March 19, 2013
DATE CLOSED: April 1, 2013
BULLETIN NO.: ER-11-13
POSITION TYPE: Permanent Full-Time

JOB CLASSIFICATION: Transportation Crew Leader (**Corrections Crew**) (9908)

SALARY RANGE: (17-16) \$14.77 to \$19.50 per hour

Value of State-paid Health & Dental Insurance

\$341.08 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee Contribution of Premium

Value of State's share of employee's retirement: 11.54% of pay.

JOB DESCRIPTION: This is supervisory work that supports a maintenance/construction project/program. Directs the work of corrections crew engaged in maintenance/construction work. May operate heavy motorized equipment. Work is performed under limited supervision.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: *(Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations)*

- Ability to anticipate additional work when prescribed work is finished.
- Ability to complete reports/payrolls/forms, including documentation required by the Department of Corrections.
- Ability to select, train, evaluate, motivate and supervise employees.
- Ability to have and maintain a Class A State of Maine vehicle license.
- Ability to use computer and to possess keyboarding skills.
- Ability to communicate effectively.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES REQUIRED: *(These may be acquired on the job and are needed to perform the work assigned).*

- Ability to recognize potential vehicle and equipment breakdown/failures in a timely manner. (Advanced trouble shooting).
- Ability to work as a team member and, with the Transportation Crew Supervisors, to effectively supervise a Transportation Crew.
- Ability to select, train, evaluate, motivate, and supervise employees.
- Ability to fulfill computer reporting needs.

LICENSING/REGISTRATION/CERTIFICATION REQUIREMENTS: *(These must be met by all employees prior to attaining permanent status in this class).* Valid Class A motor vehicle license as issued by the State of Maine and completion of the 30 hour OSHA Safety course in construction (20 CFR Part 1926).

MINIMUM QUALIFICATIONS: (Entry level knowledge, skills, and/or abilities may be acquired through, **BUT ARE NOT LIMITED TO** the following coursework/training and/or experience):

- Two year combination of training, experience, and education in highway, bridge, equipment repair and maintenance and/or construction including at least one year of lead worker experience.
- Must possess the Knowledge, Skills, and Abilities as noted above and have a high school diploma or equivalent.
- Required to work at a higher class as necessary and in accordance with required licenses and/or certifications.
- Applicants for the Pembroke Corrections positions must pass a Department of Corrections background check before being hired.

APPLICATION PROCESS:

Persons who wish to be considered must forward a completed PER 3 (Application), Transportation Crew Leader Supplemental, Cover Letter, and Resume IN A SEALED ENVELOPE to:

Marjorie Cross, Personnel Assistant
Maine Department of Transportation
219 Hogan Road
Bangor, Maine 04401
Tel: 941-4496

It will be the applicant's responsibility to ensure that applications are received at the address shown above no later than 4:30 p.m. on the closing date listed above.

MDOT is an equal opportunity/affirmative action employer